

### 05606 (CBI) Integrated Payroll and Personnel System

Training Manager: AMA-300 Course Length: 16 hour(s)

This course contains modules and lessons for system overview of the Integrated Payroll and Personnel System (IPPS). Lessons include overview, time collection, personnel requests, and training.

**Prerequisites:** None  
**And one of the following:** None

### 05607 (CBI) Discovering the Internet

Training Manager: AMA-300 Course Length: 2 hour(s)

This course provides information on how to navigate through the Internet quickly and easily. It describes the different avenues that can be used to get information and gives definitions of terms used on the world wide web.

**Prerequisites:** None  
**And one of the following:** None

### 10501 Facility Instructor Training

Training Manager: AMA-300 Course Length: 56 hour(s)

This course is for personnel assigned to training positions at FAA facilities. It consists of formal classroom instruction, workshop sessions, and practice teaching exercises. Students prepare and present two 30-minute lessons. Classroom instruction includes characteristics of job-centered training, effective instruction, training methods, developing and analyzing objectives, test and courseware development, and classroom management.

**Prerequisites:** None  
**And one of the following:** None

### 10502 International Instructor Training

Training Manager: AMA-300 Course Length: 136 hour(s)

This course is designed for international students selected by their governments to be trained as instructors. Students are trained in principles of adult learning, basic instructional methods, strategies, and techniques. Students are introduced to new instructional technology. The course includes lesson planning, training aid design, selection and usage, achievement testing, and design and use. Student classroom presentations are included for practical application of knowledge and skills learned.

**Prerequisites:** None  
**And one of the following:** None

### 10504 On-The-Job Training (OJT) Techniques

Training Manager: AMA-300 Course Length: 40 hour(s)

This course is designed to train anyone assigned major on-the-job training (OJT) responsibilities. It consists of instruction in developing instructional objectives, identifying training needs and requirements, planning and conducting OJT, lesson planning, training progress appraisal, and record keeping.

**Prerequisites:** None  
**And one of the following:** None

### 10507 Interactive-Video Teletraining (IVT) Skills

Training Manager: AMA-300 Course Length: 24 hour(s)

This course is designed for experienced instructors and developers assigned the duties of teletraining. Topics covered are delivery tips, questioning skills, interactive activities, and a renewed emphasis on graphics. The major emphasis is on learning techniques that will aid an instructor's transition from a standard classroom environment to a teletraining environment. The participants gain experience by receiving teletraining as well as participating as teletraining instructors in a variety of practice settings, culminating in a 15-minute telelesson presentation in an area of their expertise.

**Prerequisites:** 10520, 10501  
**And one of the following:** None

### 10512 Curriculum Development

Training Manager: AMA-300 Course Length: 48 hour(s)

This course is conducted at the FAA Academy. It was developed for personnel assigned to course development and revision duties. The course consists of approximately 48 hours of instruction, including classroom and workshop activities which emphasize the analysis, design, development, and validation of training. Workshop activities are designed to develop skills in assessing training needs, analyzing job tasks, developing training objectives, writing test items, developing lesson plans, training materials, and visual aids, selecting instructional methods and media, and validating and evaluating training.

**Prerequisites:** None  
**And one of the following:** None

### 10513 Instructional Testing

Training Manager: AMA-300 Course Length: 56 hour(s)

This course is designed for instructors and supervisors who are or will be involved in developing, administering, or managing testing programs. Students will design and critique test items and be given an introduction to test item analysis and statistical examination of tests. Guidelines for writing test items are emphasized. Students will critique each other's work using the guidelines. Students are encouraged to bring test items for critique and analysis in closed class sessions.

**Prerequisites:** 10520  
**And one of the following:** None

### 10520 Academy Basic Instructor Training

Training Manager: AMA-300 Course Length: 104 hour(s)

This course is conducted at the FAA Academy for FAA Academy instructors. It must be satisfactorily completed by all Academy instructors. The course consists of formal classroom instruction, workshop sessions, and practice teaching exercises. Each student prepares and presents teaching exercises varying in length from a 5-minute presentation to a 50-minute lesson in his or her technical area. Emphasis is placed on each student's effectiveness in performing the practice teaching exercises. Performances are evaluated by instructors against established written criteria.

**Prerequisites:** None  
**And one of the following:** None

### 10521 Techniques for Associate Instructors

Training Manager: AMA-300 Course Length: 24 hour(s)

Prepares experienced FAA personnel to teach segments of courses offered in their fields of expertise. Course is available to any FAA division desiring utilization of full-performance-level employees to conduct short-term training. Course content includes a complete overview of teaching materials for each designated course; instructor techniques for effective communication, facilitating discussion, using media; and guidelines and suggestions for using prepared lesson plans. Students are required to prepare and present a 25-minute segment of their assigned course. Upon completion of this course, instructors will be qualified to teach only segments of specified courses.

**Prerequisites:** None  
**And one of the following:** None

### 10525 Designing Programmed Instruction

Training Manager: AMA-300 Course Length: 80 hour(s)

For FAA instructors involved in programmed courseware development duties or who are interested in exploring programmed courseware as an alternative to classroom instruction. Programmed instruction is a viable distance learning method often overlooked in today's high-tech teaching environment. The course involves practical application of the principles, methods, and techniques of programmed instruction. Students develop lesson plans and self-paced instructional courseware. Lesson objectives, teaching and learning activities, and testing in the programmed instruction environment will be considered. Students will be introduced to CBI and interactive video teletraining.

**Prerequisites:** None  
**And one of the following:** 10520, 10501

### 10526 Instructor Effectiveness Training

Training Manager: AMA-300 Course Length: 40 hour(s)

This course is designed for instructors with no prior teaching experience. It is conducted in centralized regional training facilities and at the FAA Academy in Oklahoma City. Classroom instruction includes job-centered training, roles of an instructor, learning styles, presentation techniques, interactive learning activities, questioning skills, classroom management, using media, and using lesson plans. Students are videotaped while presenting teaching exercises varying in length from 10 minutes to 30 minutes. Students are critiqued by both the instructor and peers. They are evaluated against established written criteria.

**Prerequisites:** None  
**And one of the following:** None

### 10527 Airway Facilities Formal OJT Techniques

Training Manager: AMA-300 Course Length: 24 hour(s)

This course is for airway facilities personnel who will conduct on-the-job training (OJT). Students review AF OJT lesson plans that include instructional objectives, task steps, and training evaluation criteria. Lectures and exercises focus on instructor techniques for conducting OJT sessions; coaching and feedback; and OJT program analysis and recordkeeping. FAA orders addressing AF OJT programs are reviewed to familiarize students with specific requirements. Each student will conduct a 30-minute simulated OJT lesson from prepared formal OJT packages. Fellow students and the instructor will give feedback on techniques used.

**Prerequisites:** None  
**And one of the following:** None

### 10529 Sharing Instructor Techniques

Training Manager: AMA-300 Course Length: 24 hour(s)

This course is designed for instructors who have at least 1 year of teaching experience. Activities include discussions, team activities, case studies, and a project. Topics include classroom management, course management, co-instructor relationships, power point techniques, and alternatives to lectures.

**Prerequisites:** None  
**And one of the following:** 10520, 10501

### 12300 Authorware for Beginners

Training Manager: AMA-300 Course Length: 24 hour(s)

This is a hands-on course designed to introduce new courseware developers and editors to the concepts and capabilities of authorware. The course includes basic design and use of FAA models, templates, and libraries.

**Prerequisites:** None  
**And one of the following:** None

### 12301 Authorware for Advanced Users

Training Manager: AMA-300 Course Length: 24 hour(s)

This is a hands-on course designed for intermediate and advanced courseware developers and editors. The course includes design and use of FAA models, templates, and libraries.

**Prerequisites:** 12300  
**And one of the following:** None

### 12750 (CBI) Introduction to ATS Cost Accounting

Training Manager: AMA-300 Course Length: 5 hour(s)

This course provides an orientation to cost accounting and its value to the FAA. The drivers, benefits, expectations, and management responsibilities are identified as they apply to CAS in ATS.

**Prerequisites:** None  
**And one of the following:** None

### 12751 (CBI) UNIX for STARS

Training Manager: AMA-300 Course Length: 99 hour(s)

This course provides training for technical personnel who need to understand UNIX to support various systems. The course is 100% CBT. It can be taken over the Internet or modules may be checked out by downloading them from the Academy server to a laptop. Subjects include Solaris 2.5.1 setup, security, configuration, operations, maintenance, and backup and restore. General UNIX topics of file systems, job control, editors, shell environment and programming, data utilities, and TCP/IP for UNIX users are also covered.

**Prerequisites:** None  
**And one of the following:** None

### 12752 (CBI) Networking Essentials

Training Manager: AMA-300 Course Length: 240 hour(s)

This course will provide training on the fundamental concepts of current networking technology encompassing the basic principles of networking, TCP/IP Protocol Suite, routing principles, and Windows NT 4.0 Server and Workstation. This course includes: network terminology, LAN/WAN topology, components and architecture; network protocols and standards; IP classes, addresses, and subnetting; address and name resolution; distance vector and link state routing protocols; IP routing; access list; router configuration; and Windows NT server and workstation, configuration, and management.

**Prerequisites:** None  
**And one of the following:** None

### 12759 (CBI) Applications

Training Manager: AMA-300 Course Length: 34 hour(s)

This course is an introduction to the basic MS Office Suite. Subjects include MS Word, MS Excel, MS Access, MS PowerPoint, Explorer, and Outlook.

**Prerequisites:** None  
**And one of the following:** None

### 14018 On-The-Job Training (OJT) Techniques

Training Manager: AMA-300 Course Length: 32 hour(s)

This course is designed for OJT trainers and supervisors who have responsibilities for planning and conducting training on-the-job. Subject areas include the role of on-the-job training (OJT) needs and objectives, methods and techniques, training aids and instructional materials, learning and communicating, planning and conducting OJT appraisal of training processes, and OJT records and reports.

**Prerequisites:** None  
**And one of the following:** None

### 14022 Principles of Instruction

Training Manager: AMA-300 Course Length: 36 hour(s)

This course is designed to provide a basic understanding of what is required to be an effective FAA instructor. It includes the qualities of a good instructor, the basic instructional methods, and the kinds of behavior that cause learning to take place. The course is divided into six chapters and two lessons.

**Prerequisites:** None  
**And one of the following:** None